



## GYM EVENT POLICY AND PROCEDURES

City of Creede  
2223 N Main Street  
Creede, CO 81130  
(719-)658-2276

Thank you for your work in making Creede an exciting place to spend time! Please take time to review our policies and requirements prior to your event.

1. Please inquire about the requirements for your event well in advance. All events require approval from the Parks and Recreation Director by the 15<sup>th</sup> of the month prior to your event. Late applications may result in a fee or disapproval. Events of more than 75 people require Board of Trustee Approval and an additional permit process and applications are due at least 30 days prior to the event and 11 days prior to the date of the regular Board of Trustees meeting. Please contact the Parks & Recreation Director or the City Clerk for more information.
2. Gym event applications are only required for one-time, non-recurring events.
3. Events involving alcohol require an additional permit process and applications are due at least 30 days prior to the event and 11 days prior to the date of the regular Board of Trustees meeting. Please contact the City Clerk for more information.
4. All day exclusive gym rentals require Proof of General Liability insurance in the amount of \$500,000 covering the period of time for pre-event set-up, the event itself and post event tear-down (strike) naming the City of Creede as Additional Insured. Quotes for special event insurance through the City's provider are sometimes available; please contact the City Manager for more information. The City of Creede will not be responsible for any damage to properties or persons injured by cause of persons or things participating in the event.
5. Application fees, non-refundable and due upon submittal, \$100 all day exclusive gym rental, \$50 5 hour non-exclusive gym rental, \$10/hour non-exclusive gym rental where 5 hour rental does not apply
6. The applicant is responsible for all necessary post-event clean up, including removal of trash, debris, and equipment. If the site is not cleaned up, a minimum fine of \$100 plus clean up costs will be billed to the sponsor of the event.
7. Failure to obtain permits for an event will result in a \$50 fine for the first occurrence and a \$100 fine with possible denial of future applications for subsequent occurrences.
8. **Creede Parks and Recreation may require additional conditions and stipulations when approving any type of event depending upon the size of the event, number of days, demand for public services, and other factors deemed relevant to the director, town trustees, or advisory board.**